



RICK MARTINEZ
Fire Chief

Sacramento Metropolitan Fire District

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April 15, 2005

Dear Candidates:

As you are aware, the Sacramento Metropolitan Fire District has CPAT orientations scheduled for Saturday, April 23 and Sunday, April 24, 2005. The orientation is **mandatory** unless you have already submitted a valid CPAT certification and have been excused from attending.

If you are in possession of a valid (within the last 12 months from date of announcement) CPAT certification and have not submitted it to the Human Resources Division, you will have until **Friday, April 22, 2005, by 3:00 PM** (postmarks are not accepted) to do so. Your CPAT verification must include your name, the date you passed the CPAT exam, the agency's name that administered the CPAT, and your applicant code. If you do not submit a valid CPAT certification and you do not show for the orientation, you will be disqualified from the testing process.

Please submit your certification to: Fax (916) 566-4170

OR

Sacramento Metropolitan Fire District
Human Resources Division
2101 Hurley Way
Sacramento, CA 95825
Candidate CPAT Verification

Once your certification is reviewed, you will be contacted by a representative from the Human Resources Division and advised of your status.

Human Resources Division
Sacramento Metropolitan Fire District